

# **HURRICANE HARVEY 2017 DEMOBILIZATION PLAN**

## **GENERAL INFORMATION**

All staff must demobilize from the Hurricane response area at the end of each assignment. This is an important step as it affects our reimbursement for the work performed and ensures the safety of our personnel.

Staff needs to complete Demobilization Check List and Checkout Form (ICS 221) found in Attachment A and B and obtain necessary unit signatures from Logistics, Finance, and IT. Lastly, staff will **RETURN** Demobilization Checklist and ICS 221 to the LSC.

If you are unable to check out at your duty station, there is a procedure in place to demobilize remotely. A request to demobilize remotely may be sent to the LSC at [R6HarveyLSC@epa.gov](mailto:R6HarveyLSC@epa.gov). Your Branch Director is responsible for certifying applicable unit information has been discussed and signs the checkout form (ICS-221) as indicated. Upon receipt of the signed ICS-221, the LSC will process the remote demobilization the same as on site demobilizations.

## **DEMOBILIZATION PROCESS**

The demobilization process of the Hurricane Harvey 2017 personnel and resources will be communicated to the Regional Emergency Operations Center (REOC). Incident Commander (IC) has directed that normal demobilization procedures will be utilized in the area. Personnel demobilizing must meet rest/work guidelines prior to driving.

All releases from the Hurricane Harvey 2017 will be initiated from their assigned duty station after IC approval. No resources are to leave the Incident until authorized to do so.

The following are general guidelines to be followed for resources that are leaving the Incident.

- A. No person will be released without having a minimum of eight (8) hours rest.
- B. All Federal resources driving to their home base is not able to drive longer than 12 hours without resting for 8 hours during the travel, if you are rotating drivers it cannot exceed 16 hours of travel. All Federal resources should take regular breaks while driving. Other agencies and cooperators must meet individual agency regulations pertaining to rest and travel.
- C. All supervisors will be notified prior to leaving the Incident. This notification will include:
  - 1. method of travel, 2. passengers (if any), 3. destination, 4. transportation arrangements.
- D. All documentation will be turned in in accordance with the documentation procedures.

To prevent delays and work overloads, Logistics and Finance will be notified as soon as possible when surplus resources are to be Demobed. Demobilizing personnel will be posted as "Tentative Releases" 12 hours in advance.

If applicable, all oversize vehicles (e.g., transports) MUST have appropriate permits to comply with State transportation regulations. In addition, all equipment, and crew transport will have a safety check/vehicle inspection at their deployment locations prior to returning to their home or new assignment location.

## **RESPONSIBILITIES**

Functional heads (i.e., Section Chiefs and Unit Leaders) are responsible for determining resources surplus to their needs and submitting lists to the Logistics.

The Logistics Section Chief (LSC) is responsible for:

- Making all notifications to Incident and off-Incident personnel regarding tentative and final releases (includes Tanker and Helibases).
- Making sure that all signatures are obtained on the Demob Checkout form (ICS 221).
- Monitoring the Demob process and making any adjustments in the process.
- Facilities—that all work areas are cleaned up before personnel are released.
- Supply—that all non-expendable property items are returned or accounted for prior to release.
- Ground Support—that vehicles are inspected.

The IC is responsible for:

- Establishing the release priorities through consultation with REOC.
- Reviewing and approving all tentative release lists.

The Finance Section Chief (FSC) is responsible for:

- Completion of all time and equipment reports for released personnel.
- Notification(s) for any payoff(s).

The Planning Section Chief (PSC) is responsible for managing duration of assignment policy for the Incident Commander.

## **RELEASE PRIORITIES**

No release priorities have been established by the REOC:

## **RELEASE PROCEDURES**

Critical resources will be listed in the Incident Action Plan and these resources cannot be released from the incident without IC approval.

Functional heads will identify surpluses within their units and submit a list (or lists) to the LSC. The Logistics Section will also combine a "Tentative Release" list to be submitted to the IC for review and approval. After IC approval, the LSC will:

- Notify personnel to be released.
- Collect and send all Demob paperwork to the Logistics.

## **TRAVEL INFORMATION**

All resources will meet work/rest requirements prior to being released from the incident. Any heavy or oversize equipment **MUST** have appropriate permits and follow any limitations on the movement of their equipment on public highways. All resources will meet any agency-specific requirements on hours of travel per day or other restrictions concerned with travel. Logistics is to keep track of released resources and report back if there are any problems or if more information is needed.

## **UPON ARRIVAL, CALL LOGISTICS**

Incident Logistics email: **R6HarveyLSC@epa.gov**  
Lisa Bokun (LSC)

## **Attachment A**

## Hurricane HARVEY 2017 Demobilization Checklist

General		
<b>Preparing for Departure</b>	<input type="checkbox"/>	<b>General.</b> <u>All</u> persons demobilizing from the response shall ensure that they are cleared to leave with their immediate supervisor. If onsite relief is necessary, time should be planned to accomplish that task.
	<input type="checkbox"/>	<b>ICS 211.</b> Each person demobilizing under the Region or Incident Command shall be ensure that the Resources Unit is aware of their departure so you can be signed out from the response via the ICS 211 or ICS 211p
	<input type="checkbox"/>	<b>Travel Vouchers</b> Each person will prepare their travel voucher including all expenses up until their departure day. Within five business days (we encourage one business day to assist with accounting needs) upon returning to their home office, employee should complete voucher and route through the approval process in GovTrip.
	<input type="checkbox"/>	<b>People Plus</b> Each person will complete their People Plus up until their departure day. Employee will complete People Plus at the end of the pay period. Charging hours to correct accounts.
	<input type="checkbox"/>	<b>Response Asset Tracking.</b> Each person or Team Leader will remove an applicable T-Card or make sure information is removed from the response resource tracking tool and/or operational foot print.
	<input type="checkbox"/>	<b>Logistics.</b> The Logistics staff shall ensure that lodging and other support needs in-place for the demobilized individual while they were engaged in the response are addressed. This would also include transportation and other applicable issues needed to support their departure.
	<input type="checkbox"/>	<b>Procurement Procedure Follow-up.</b> Follow-up on any procurements made by the responder during the incident. Insure bookkeeping and other administrative needs are addressed. Review specifically the use of purchase cards insuring that accounting information is correct, activity is recorded, and proper admin needs are supported prior to departure.
Security		
	<input type="checkbox"/>	<b>Security Debrief.</b> If security issues arise, responder will be debriefed prior to departure.
Work Assignment Relief		
<b>Work Assignment Relief</b>	<input type="checkbox"/>	<b>Work Assignment.</b> Each person shall ensure that their mission or job function is addressed by the response before departure
	<input type="checkbox"/>	<b>Timekeeping.</b> Each person will be responsible for inputting hours worked into People Plus prior to departure using the ICS 211p form information.

	<input type="checkbox"/>	<b>Relief Overlap.</b> Where possible people departing the response shall allow enough time to support a overlap period to provide their successor some familiarity with their job
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### Health and Safety / Medical Debrief / Critical Incident Stress Management (CISM) Debrief

<b>Health and Safety Plan, Medical, and CISM Services</b>	<input type="checkbox"/>	<b>Health and Safety Debrief.</b> Each person shall receive a health and safety debrief prior to departure to document any outstanding issues
	<input type="checkbox"/>	<b>Medical Issues.</b> Each person with outstanding medical issues shall have them addressed prior to departure. Each person should comply with OSMP requirements or have a post-deployment medical screening exam upon returning to home region.
	<input type="checkbox"/>	<b>Critical Incident Stress Management Program (CISM).</b> CISM services will be made available for responders departing the incident.

### Equipment Assignment and Transportation

<b>Equipment Return</b>	<input type="checkbox"/>	<b>Non-Expendable Equipment.</b> Non-expendable equipment shall be returned before departure. People shall not be allowed to fully demobilize without returning non-expendable property.
<b>Transportation</b>	<input type="checkbox"/>	<b>Vehicles.</b> Vehicles shall be returned prior to departure. Those individuals are responsible for the return of the vehicle. Transfer and return procedures discussed.
	<input type="checkbox"/>	<b>Departure Rest.</b> All responders shall ensure that they receive the proper amount of rest before departing the response. This especially important for those driving at some point as part of their return home.

### Operational Debriefing

<b>Operations Debriefing</b>	<input type="checkbox"/>	All assigned people shall receive a general Operational Debriefing before departing.
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Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

## **ATTACHEMENT B**





1. Incident Name:	2. Operational Period: (Date / Time)	3. Demobilization No.:	<b>DEMOBILIZATION CHECK-OUT ICS 221 - EPA</b>	
	From: To:			
4. Unit/Personnel Released		Contact No:		
		Estimated Time of Departure/Arrival:		
5. Transportation Method		6. Actual Release Date/Time:		
8. Destination:		7. Manifest:	<input type="checkbox"/> Yes, Number: ____ <input type="checkbox"/> No	
		9. Notified:	<input type="checkbox"/> Agency <input type="checkbox"/> Region <input type="checkbox"/> Area <input type="checkbox"/> Dispatch	
			Name:	
			Date:	
10. Unit Leader Responsible for Collecting Performance Rating:				
11. Unit/Personnel:				
Demobilization Unit Leader check the appropriate box:				
Logistics Section	<input type="checkbox"/> Supply Unit			
	<input type="checkbox"/> Communications Unit			
	<input type="checkbox"/> Facilities Unit			
	<input type="checkbox"/> Ground Support Unit Leader			
	<input type="checkbox"/>			
Finance Section	<input type="checkbox"/> Time Unit			
Planning Section	<input type="checkbox"/> Documentation Unit			
Other	<input type="checkbox"/>			
	<input type="checkbox"/>			
12. Remarks:				
5. Prepared by:			( Date / Time )	
Name/Position:		Signature:		
DEMOBILIZATION CHECK-OUT			ICS 221 – EPA (Rev 02/10)	